

PERSONNEL CIRCULAR

TO : Grades 2, 4 and 7 Pilot Level and Subject Teachers
FROM : Edna Sue Leung-Yao – Administrator
SUBJECT : SATURDAY APPLE TRAININGS
DATE : August 04, 2014

The Saturday Apple Trainings in 2014 are set to further hone the abilities of Faculty to use the apps and device more effectively.

1. SCHEDULE / VENUE

CYCLE 1	CYCLE 2	CYCLE 3
GRADE 7 PILOT LEVEL AND SUBJECT TEACHERS	GRADE 4 PILOT LEVEL AND SUBJECT TEACHERS	GRADE 2 PILOT LEVEL AND SUBJECT TEACHERS
September 06, 13 and 20	October 04, 11 and 18	November 08, 15 and 22
Lecture Room, E. Rodriguez Campus		

2. TOPICS

TOPICS	TIME	REMARK
Day 1 – Foundation Apps: Pages, Keynote and Numbers	8:00 AM to 3:00 PM	Optional
Day 2 – Foundation App: iMovie	8:00 AM to 11:00 AM	Optional
Day 2 – Level App: Educreation	12:00 NN to 3:00 PM	Required
Day 3 – Level Apps: iTunes U and Edmodo	8:00 AM to 3:00 PM	Required

3. Certified Apple Trainer is Mr. Rene Guivelondo.
4. Coordinators may join any of the three cycles. They are to sign up with Mr. Guivelondo. Only 20 participants will be accommodated due to availability of iPads from the ERC.

5. Faculty who are well versed in the Foundation Apps need not attend the sessions on them. However, Faculty who are not yet proficient in the use are strongly encouraged to attend as full implementation begins May 2015.
6. All Faculty are required to attend the Level Apps for simulation program in January 2015. They will be given overtime pay for the Level Apps sessions.
7. Please be reminded to punch in / out for such sessions.
8. Food will be provided.